



Erasmus+



Szczecińska
Szkoła Wyższa

APPLICATION PROCEDURE

FOR INCOMING STUDENTS

ACADEMIC YEAR 2018/2019

STEP 1

An electronic version of the documents listed below should be sent directly to the Department Erasmus+ Programme Coordinator - Wojciech Welskop, PhD at w.welskop@cb.szczecin.pl by Erasmus student home coordinator:

- **Application Form**
- **CV - English version** (you can use *Europass CV* form)
- **ID card** (*EU member states*) / **Scan of valid passport** (*other countries*)
- **Transcript of Records** from previous years of studies

STEP 2

1. Both Erasmus student and their home coordinator should prepare the study programme for the given semester, i. e. **Learning Agreement**, and sent its electronic version to the Department Erasmus+ Programme Coordinator.
2. List of courses to choose from available for Erasmus for incoming students can be found at our website.
3. After that, the home coordinator is requested to send **Learning Agreement** including all requirements (*signatures and university stamp*) to the Department Erasmus+ Programme Coordinator at w.welskop@cb.szczecin.pl



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STEP 3

Once all the documents are verified, a **letter of acceptance** is sent to the successful Erasmus student by the Department Erasmus+ Programme Coordinator.

STEP 4

Every incoming Erasmus student must inform the Department Erasmus+ Programme Coordinator about **details of their arrival** to Szczecin (date, time and place) by sending **Arrival Form** to the Department Erasmus+ Programme Coordinator e-mail at least 5 days before planned arrival.